

CONFIDENTIAL

file

DOC	8	REV DATE	22 Apr 80	BY	025251
ORIG COMP	31	OPI	31	TYPE	02
ORIG CLASS	M	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 10-2

MEMORANDUM FOR THE RECORD

SUBJECT: Visit of President KENNEDY - 26 January 1961

1. At 12:30 P.M. on 25 January 1961, a meeting was held in Colonel Edwards' Office. The following were in attendance:

Colonel Edwards)
Mr. [REDACTED])
Mr. [REDACTED])
Mr. [REDACTED])
Mr. [REDACTED])
Mr. [REDACTED])

CIA

Mr. Johns

U. S. Secret Service
(Code 160, ext. 80)

*Phys SQ
5396
Drawer # 2
II-C-9*

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Colonel Edwards explained the physical setup of the Administration Building to Mr. Johns after which a general discussion was held. Colonel Edwards, Mr. Johns, Mr. [REDACTED] proceeded to the Administration Building and the general vicinity surrounding it.

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2. The following are our plans:

(a) No announcement of the impending visit of the President to the DCI will be made prior to the time of the meeting.

(b) The party will arrive without police escort or "fanfare" at 2:30 P.M.

(c) Mr. Dulles will meet the President at the main entrance of the Administration Building and he will be taken directly to the DCI's private elevator, escorted by Mr. Dulles and [REDACTED]. Mr. [REDACTED] will operate the elevator to the second floor where they will be met by General Cabell and probably [REDACTED].

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(d) The Secret Service man accompanying the President, probably Mr. Campanella (phonetic), will take the President's coat and hat and will take these into Mr. Dulles' private office. The President, the DCI and party will proceed directly to the DCI's conference room, around the hall to the left of the elevator. Mr. [REDACTED] will have a man at the door of the conference room to identify and admit the various members of CIA coming in to give him a briefing. If coffee or tea is served, Mr. [REDACTED] or one of his men will accompany the person serving into the room.

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